



Privacy Policy for Children

What is a Privacy Policy?

A Privacy Policy tells you what personal data we (**Les Crocodiles**) collect about you, how we use it and what you can do about it. **Personal data** means any information that can be used to identify you, such as your name, address or picture.

This Privacy Policy is designed to be read by children; you might want to read it with your parents or guardians. If you still have questions, you can ask us at the Les Crocodiles school (**School**). You can also view our more detailed [Privacy Policy for Parents, Students and Website Visitors](#).

Who are we?

Les Crocodiles is a language school that offers French classes, private tuition and a library for children.

Who looks after your information?

Les Crocodiles is the controller of the personal data you give us. A **Controller** is in charge of the personal data collected about you. Les Crocodiles has appointed a Data Protection Officer; this person makes sure we do everything the law says we should. If you want to ask any questions about the personal data we collect please email us at privacy@les-crocodiles.org.

We last updated this Privacy Policy on 8 May 2024.

Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. We might use it to get in touch with you, to provide you with services and items you have requested, to protect your welfare, to assess the quality of our service, or to comply with the law.

What information do we collect?

Your personal information – Examples of your personal data might be your name, date of birth, gender, address, emergency contact details of a parent/guardian, pictures, videos or audio recordings of you (if you have given us permission to do so), details of your access needs, or any medical information (such as allergies).

Will your information be shared?

When we have to share your information with other people, we will only share it when you say it is ok or when the law says that we have to. When your data is shared with someone else, they must keep it safe.

Do you have to give us your information?

To be able to attend the School, you will be asked to give us quite a lot of personal information. There is some information that you can choose to give us or not. If you choose not to give us this information, Les Crocodiles cannot refuse to offer you the service or to help you. The

exception is if we need the information to give you the service. In each case, we will make it clear when you have a choice. We will only collect your personal information where we are permitted to do so by law.

What are your rights?

You have the right to:

- Be told how we use your information.
- Ask to see the information we hold about you.
- Ask us to change any information about you that you think is wrong.
- Ask us to remove information we hold about you when it is not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you do not want your information to be processed.

Important things to remember

The law allows us to get and use your information. We may share your information with others and will ask for your permission to share your information whenever you have a choice. You can tell us not to share your information, even when you have said yes before. If you have any questions, please contact us at privacy@les-crocodiles.org.

Ways we use your information

1. Enrolling you as a student at the School

We use the personal data you or your parent/guardian gives us so that we can enroll you as a student at the School and to give you French language classes. We will only use your personal data when the law allows us to do so. Our [Privacy Policy for Parents, Students and Website Visitors](#) sets out the personal data we use in more detail.

2. Using our website

We use cookies on our website. **Cookies** are small files which are stored on your computer. They are designed to hold a small amount of data, they remember information about you (so you do not have to give it to us again) and help with your overall website experience. You can change the settings when you visit our website. For more information, please see our [Cookie Policy](#).

3. Third party providers

We may share your personal data with other organisations known as “third parties”. We undertake checks before working with third parties to make sure they keep your personal data safe. You can see the list of third parties we may share your personal data within our [Privacy Policy for Parents, Students and Website Visitors](#).